



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 6, 2010

Dear Superintendent and Technology Coordinator/IT Director,

This letter is sent to notify you that your approved technology plan is set to expire on or before June 30, 2011.

In compliance with the USAC E-Rate rule requiring technology plans to be created **prior** to filing a form 470,

*"A technology plan must be written - including all five elements - **at the time the Form 470 is filed** and must be approved before the start of service."*

LEAs that have technology plans that expire by June 30th, 2011 will need to begin the technology planning process now.

Technology plans that are effective for 2011-2014 must be submitted through the ALEAT system (in Common Logon) by **November 1, 2010**.

The required templates are located inside the Technology Plan 2011-2014 instrument in ALEAT as well as in the Tech Plan Toolkit at https://www.ade.az.gov/technology/lea_tech_plans.asp. There are two (2) parts to the new technology plan. Part one of the technology plan requires completed templates to be uploaded into ALEAT; and the second part is completed as strategies and action steps in the Continuous Improvement Plan in ALEAT. The Tech Plan Toolkit provides presentations and resources to assist you with completing your new technology plan. **The 2011-2014 Tech Plan Toolkit webpage will be updated by Thursday, August 12, 2010.**

Please be sure that you have ALEAT as a Common Logon menu item. If you have never received an invitation to access ALEAT, you will need to request an invitation by emailing the following information to ALEAT@azed.gov.

Your name
LEA name & CTDS
Your position with the LEA
Phone number
Email address

We are providing a 2011-2014 Technology Plan webinar and hands-on technical assistance. Please register for one of the webinars and/or the hands-on technical assistance (seating is limited) through ADE's Calendar of Events at www.azed.gov.

Technology Plan Webinars

August 31, 2010 @ 9:00-10:30am
September 14, 2010 @ 2:30-4:00pm
October 20, 2010 @ 2:30-4:00pm

Hands-on Technical Assistance

(limited seating; in Phoenix at the ADE)

September 28, 2010 @ 2:00-4:00pm
October 26, 2010 @ 2:00-4:00pm

Technology plans are due in ALEAT by November 1, 2010.

For additional information, or if you have specific questions or concerns, please contact Brenda Wright at brenda.wright@azed.gov or at 602-542-5233.

Thank you,
Brenda

Brenda Wright, M.Ed.

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<http://www.ade.az.gov/technology/>

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